

## LABOR RELATIONS SPECIALIST

### Class Definition

Under general supervision, performs a variety of professional activities in support of a comprehensive labor relations management system.

### Distinguishing Characteristics

Labor Relations Specialist is a journey level class assigned to the Labor Relations Division of the Department of Administrative Services. Incumbents perform a variety of analytical and administrative assignments in labor-management relations and related functions. This class is distinguished from Senior Human Resources Analyst in that the latter is the first-line supervisory level in the Human Resources Analyst series. It is distinguished from Management Analyst II in that incumbents of the latter perform a broad range of administrative support duties in an operating department or division.

### Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Designs and implements labor relations programs, prepares notices, announcements, and other related materials.

Coordinates, designs, and administers labor relations-related procedures, including reviews, written and performance measurements, and assessment techniques.

Uses automated software to conduct analysis.

Conducts labor relations based studies and audits; develops, updates, and revises such studies and audits.

Collects compensation and benefit data and prepares analyses and reports; provides classification, compensation, benefits, and other information to other agencies.

Maintains familiarity with the implementation and monitoring of equal employment opportunity compliance and affirmative action policies and programs.

Prepares and/or conducts training programs/workshops on the application and interpretation of collective bargaining agreements.

Collects information and provides staff support during negotiations with employee organizations and/or for grievance proceedings; conducts grievance and discipline investigations; makes recommendations and provides related technical support.

Assists in the preparation of arbitration proceedings and unfair labor practice charges.

Confers with, and interprets policies, procedures, and regulations for, City employees and representatives of employee labor organizations, and is responsible for the day to day administration of memorandums of understanding (MOUs).

Prepares reports, correspondence, and a variety of written materials.

Performs related duties as required.

*Knowledge, Ability, and Skills*

Knowledge of the principles and practices of recruitment and examination, position classification, job analysis, salary administration, and test construction, analysis and evaluation.

Knowledge of the principles and practices of collecting and comparing salary data and benefit information, and internal and market influences affecting wage determination.

Knowledge of and ability to research federal, state, and local legislation/statutes and major court decisions pertaining to labor-management relationships in California local government.

Knowledge of a variety of personal computer software applications for word processing, applicant tracking, spreadsheets, and data bases.

Knowledge of the principles and practices of the collective bargaining process in the private and public sector.

Knowledge of federal and state regulations applicable to labor relations in the public sector.

Ability to analyze a variety of administrative problems and to make sound policy and procedural recommendations for their solutions.

Ability to interpret and apply civil service regulations, and provisions of contracts, ordinances, negotiated agreements and other regulations or policies pertaining to human resources activities.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to develop and maintain effective working relationships with those contacted in the performance of assigned duties.

*Minimum Qualifications*

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Personnel Management, Industrial Relations, or a related field; and one year of professional experience in a comprehensive labor relations management system. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

*Necessary Special Requirement*

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_